

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #15-090**

**OPENING DATE:** 31 Jul 15    **CLOSING DATE:** 14 Aug 15    **AGENCY:** 0705    **PIN:** 0003

**POSITION:** SPECIAL PROJECTS OFFICER (Museum Registrar)

**STARTING SALARY:** \$36,692.59

**LOCATION OF POSITION:** NGMS, Museum, MS Military Department, Building 350,  
Camp Shelby, MS 39407-5500

**TELEPHONE INQUIRIES:** Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

**APPLICATION MUST BE SUBMITTED TO:** MS Military Department, ATTN: NGMS-SRP, Post Office  
Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.  
**APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.**

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**SPECIAL CONDITION:** *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

**MINIMUM QUALIFICATIONS:**

1. A Master's Degree in a field of study as History, Military History, Library Science, Journalism, Business Marketing, Anthropology, Archaeology, or Natural Sciences.

**OR**

2. A Bachelor's Degree from an accredited four (4) year college or university in Museum Studies, History, Anthropology, Archaeology, Natural Sciences or related field and two (2) years' experience in professional museum collections experience.

**PROOF OF EDUCATION WITH A COPY OF TRANSCRIPT OR DIPLOMA MUST BE SUBMITTED WITH APPLICATION.**

**DUTIES AND RESPONSIBILITIES:** (Not all inclusive, will be fully explained during interview)

1. Performs the full range of professional duties involved with the management and coordination of the Museum's Collection Area.
2. Prepares written documents such as; collections' policies, various reports, relating to the condition of the collections and the museum facility, grant and funding proposals, repository proposals, deeds of gift, copyright permissions, collection usage, and general correspondence.
3. Monitors the physical safety of the collection. Inspects and evaluates environmental conditions and of collections storage, including off-site facilities. Performs and coordinates tasks that evaluate the state of the collections and facilities.
4. Advises the Museum Director regarding which objects will be added to the permanent collections with respect to relevance to the Museums' mission.
5. Evaluates the storage needs for the museum's collections (quantity and quality); proposes and justifies improvements.
6. Interprets data from environmental monitoring equipment and determines corrective actions.
7. Evaluates technical services including curators, appraiser, conservators, and restorers and advises the Museum Director regarding such services.
8. Coordinates transportation of museum collections according to professional museum standards.
9. Seeks outside funding for collections care and/or accessibility.
10. Perform other duties as assigned.

**AREA OF CONSIDERATION: OPEN COMPETITIVE**

AGO Form 14-R (Revised 1 Oct 14)

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**SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES**

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14), MS MILITARY DEPARTMENT AND AGO Form 82-2R, dated 2 Jul 14.** Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, *website: [www.ms.ng.mil](http://www.ms.ng.mil)*, or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

**PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED.** Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

**APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED.** Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

**SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.**

**Military membership is desired.**

**INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.**

**MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND CHECK.**